

## Hand Tool Rules

Tools that are cleaned and maintained properly will do the job SAFELY.

Keep these safety precautions in mind when using and caring for everyday tools.

Chisels:

- Keep the cutting edge of the chisel sharpened.
- At the first sign of “mushrooming”, chisels should be repaired or discarded immediately.
- Use a mallet rather than a hammer to strike the chisel.
- Chip away from you.
- Hold the chisel near the work end so your hand won’t take the full mallet blow if you miss.

Screwdrivers:

- Screwdriver tips should be ground or filed periodically.
- Worn, bent, or broken tips should be repaired; screwdrivers beyond repair should be discarded.
- Don’t hold the object you are working on with one hand and the screwdriver with the other. Use a vise or other support.
- Create starting holes with a nail or a drill.
- Never carry screwdrivers in your pockets.

Hammers:

- Cracked heads and/or loose/cracked handles should always be replaced immediately.
- Use the correct hammer for the job at hand.
- Grip the handle closest to the butt end.
- Use hammers with heads of proper hardness.

Wrenches:

- Don’t attempt to straighten bent wrenches; discard them.
- Keep jaws sharp.
- Pull the wrench, don’t push.
- Be sure your footing is secure.
- Never add an extension to the handle for more leverage. Get a larger wrench.

Take care of your tools:

- Inspect each tool before use.
- Don’t use tools that have loose parts or are not in good condition.
- Keep sharp tools in sheaths when not in use.
- Be sure all safety guards and devices are in place.
- Clean tools when you are finished with them.
- Return tools to their proper storage place.

Use tools ergonomically to avoid cumulative trauma disorders:

- Match the tool to the task.
- Select handles with textured grips that don’t dig into your palm.
- If you’re left-handed, use left-handed tools.
- Maintain tools to reduce vibration.
- Select gloves with a smooth, comfortable fit. Be sure they are not so tight that they restrict circulation or so loose you have to grip extra hard. *Gloves can also be an ergonomic tool.*

How this topic applies to this job: \_\_\_\_\_

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